

Shasta County Superior Court is currently recruiting for the position of **Court Services Assistant I**.

Under the supervision of a Court Services Manager or Court Services Supervisor, a Court Services Assistant performs specialized duties in support of Court operations including conducting jury orientations, processing legal documents, performing specialized accounting duties, pursuing and securing payment of receivable and delinquent accounts, preparing minutes of Court proceedings, assisting attorneys and litigants, and processing judicial decisions and other recordkeeping duties.

Knowledge of:

- Public information and communication techniques;
- Office practices, procedures, and equipment;
- Business English, spelling, and basic mathematics;
- Record keeping principles, techniques, and filing systems;
- Customer service skills;
- Methods of locating and verifying information using source documents; and
- Document preparation.

Ability to:

- Communicate effectively, both orally and in writing;
- Follow oral and written directions;
- Learn office rules, methods, and policies;
- Make arithmetical calculations with speed and accuracy;
- Operate computer, calculator, and other standard office equipment;
- Learn to perform clerical, accounting, and collection activities;
- Prepare basic accurate financial and statistical summaries and reports;
- Collect delinquent fees and fines;
- Input data into various automated financial programs;
- Demonstrate tact and diplomacy when dealing with the public, other law and justice agencies, and fellow employees.

Qualifications

One year of general clerical, accounting, or collections experience that provides knowledge of general office procedures or any combination of training and experience that provides the desired knowledge and abilities.

Special Requirements

- A background check will be performed and the final candidate will be required to be fingerprinted.
- Ability to lift 25 pounds.
- All Court employees must take the Oath of Allegiance.
- **A verifiable typing certificate of 40 wpm (net) dated within 12 months of the filing deadline.**

If you are selected for hire, the Court will require verification of employment eligibility or authorization to legally work in the United States.

Example of Duties

- Assist the public on the phone or in person in the use of Court forms, document filing procedures, jury services procedures, and other such matters requiring the application of technical, legal, and judicial procedures and practices;
- Receive, examine and file legal documents; prepare and maintain case files;
- Review case files for readiness for hearing or trial; prepare and distribute calendars; maintain trial status and availability of courtrooms;
- Prepare and/or issue warrants, writs, orders, abstracts, and other official documents on behalf of the Court;
- Enter traffic, municipal code, and county code violation citations;
- Recall warrants, exonerates bail, prepares judgments, dismissals, or seals cases pursuant to Court order;
- Computes, receives, classifies, and posts payments, bail, fines, and fees; computes penalty assessments; enters bail and trust monies; and keep various financial and statistical records;
- Process claims, invoices, purchase orders, payments, and warrants; verifies, balances, and adjusts accounts and records; posts, tallies and reconciles account records.

Salary and Benefits

- **Salary:** \$2,355 - \$3,005 monthly (*starting salary is usually at \$2,355*)
- **Vacation:** 10 days first 3 years; 15 days 4-9 years; 17days 10-15 years; 20 days after 16 years.
- **Sick Leave:** 12 days per year with a pro rata payoff at termination after at least five years of employment.
- **Holidays:** 13 days per year.

- **Retirement:** P.E.R.S. (coordinated with Social Security). Retirement benefit formulas and employee contribution rates are determined by whether the applicant had prior CalPERS membership.
- **Insurance:** A medical and dental plan with the Court paying for most of the employee and a portion of the dependent cost, a vision plan, and a fully paid life insurance policy.
- **Medical Insurance Opt-Out:** Employees who “opt-out” of the medical plan may be eligible to receive a \$125.00/month stipend.
- **Other:** A deferred compensation plan, and direct deposit are available.

Travel expenses to appear for an interview will not be reimbursed.

Application and Selection Procedure

Candidates must complete and submit a Court application form and typing certificate. A cover letter and resume may also be submitted. Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as “See/Refer to Resume” or “See Attached.”

A qualifications appraisal committee will review applications and only the best-qualified candidates will be invited to test for the position. Meeting the announced requirements does not guarantee inclusion into the selection process. Passing written test scores will prompt an interview invitation. The interview process ranks you for the list of eligible candidates and the top finalists will be referred to the hiring manager for final interview, background check, and selection.

Shasta County Superior Court is an Equal Opportunity Employer. Arrangements may be made to accommodate applicants with disabilities by informing the Human Resources Division in writing or by telephone at the time of application.

Submit application materials to:

**Shasta County Superior Court
Human Resources Division
1500 Court Street, Room 106
Redding, CA 96001**

Pick up an application at the above-noted address or visit our Web site at www.shastacourts.com.

Applications will be accepted on a continuous basis.
Faxes and e-mails will not be accepted.

About the Court

The Superior Court of California, County of Shasta, hears criminal, civil, traffic, family law, probate, juvenile, and mental health cases. There are ten judges and two commissioners with a staff of approximately 170 employees. The Court operates at the county seat in Redding.

About Shasta County

Shasta County is a general law county with a population of approximately 180,000. Interstate 5 runs through the county, which is located 160 miles north of Sacramento, and has a relatively large land area of 3,850 square miles. The seasonal climate offers excellent adventures in the great outdoors, including camping, hiking, biking, skiing, hunting, and fishing.

The City of Redding (population 91,119) is the financial, industrial, medical, and retail center of far Northern California. Redding has outstanding municipal services, good schools, two large acute care hospitals, and offers a variety of cultural activities. The county's two other incorporated cities, Anderson (population 10,128) on I-5, 10 miles south of Redding, and Shasta Lake City (population 10,139) on I-5, 8 miles north of Redding, are growing population centers. Housing is available in most price ranges, with a median cost of \$209,000.

Advanced education is available in the county at Shasta Community College (AA and Technical Programs), Simpson University (BA and Special Programs), National University (BA and Special Programs), and through the California State University Extension Program. California State University at Chico is located 70 miles from Redding.

An Equal Opportunity Employer

Shasta County Superior Court
Human Resources Division
1500 Court Street, Room 106
Redding, CA 96001

SUPERIOR COURT OF THE STATE OF CALIFORNIA

COUNTY OF SHASTA



INVITES APPLICATIONS FOR

Court Services Assistant I

\$2,355 - \$3,005 Monthly
(\$13.59 - \$17.34 Approx. Hourly)

Final Filing Date: Continuous